Online CSS | My Workload
My Workflow Messages

Menu   CSS | My Workload | My Workflow Messages

My Workflow Messages   Displays a list of the **Workflow Messages** assigned to the logged on User.

| One Home | My Workload | Team Workload | Reports |

My Workload

| My Involvements | My Activities | My Workflow Messages |

My Workflow Messages (40)

Displays total number of Messages

The Filter functionality is available

Click on a heading to order the columns

Refresh   Open   Deactivate

☑ to ✖ **Deactivate**

		Subject	Task	Due Date	Assigned By	Post	Assigned On	Message
∧ Overdue	: 2							
☐		Person's address is changed.	Task	21/11/2010	System Administrator		21/11/2008	Address
☐	🖨	Person's address is changed.	Task	02/12/2010	System Administrator		02/12/2008	Address
∨ Not Due	: 10							
∨ Today	: 10							
∨ Actioned	: 10							
∨ Default	: 8							

Icon displays if Workflow Message is associated with CSS Generic Involvement. Click to open associated Involvement record

Double click on the Message to open the Message Details dialogue

Browse displays a list of the active Workflow Messages that are assigned to either the logged on User or to the Post of the logged on User:

Overdue: shows those messages where the Due Date is before today's date

Not Due: shows those messages where the Warning Date is before or the same as today's date and the Target Date is after today's date

Today: shows those message where the Due Date is today's date

Actioned: shows messages where the Activity generating the message has been actioned

Default   shows those messages that do not have a Due Date

Is a Task – indicates whether this Message is a Task

Actioned – indicates whether this message has been actioned

Active – untick to deactivate the message; does **not** delete Workflow Message from database (when you return to **My Workload** page or **Team Workloa**d page, associated Message will no longer be displayed)

Message Details | Person's address is changed.

| Message | | | ☑ Is a Task | ☐ Actioned | ☑ Active |

Message entered here

Due Date | 21/11/2010 | 00:00

Notes

Subject Name	Person's address is changed.
Assigned User	System Administrator
Assigned Post	
Assigned By	System Administrator
Date Assigned	21/11/2008	21:13

Due Date and **Time** can be entered

Notes – allows you to record further notes about the Message

Save   Cancel

Message Details:
Message, **Subject Name**, **Assigned User**, **Assigned Post**, **Assigned By** and **Date Assigned** are read-only.

Related Reference Guides:
■ RG_OL_TWL_Workflow Messages
■ RG_Online_Common_Filters_Print

CAPITA